

**AMERICAN EMBASSY SKOPJE, MACEDONIA
VACANCY ANNOUNCEMENT**



ANNOUNCEMENT NUMBER: 008-11

OPEN TO: U.S. Citizen Eligible Family Members (USEFMs) – All Agencies

POSITION: Political / Economic Administrative Assistant, FP-07

OPENING DATE: July 19, 2011

CLOSING DATE: August 1, 2011

WORK HOURS: Full-time; 40 hours/week

SALARY: US \$39,994 p.a. (Starting salary for full performance level - Position Grade: FP-07)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy Skopje is seeking an individual for the position of Political / Economic Administrative Assistant in the Political/Economic Section.

BASIC FUNCTION OF POSITION

The incumbent provides administrative, clerical and secretarial support for the Political/Economic Section. The section is headed by the Political/Economic Chief who reports directly to the DCM. Besides subject position and the section chief, the office includes five Pol/Econ officers, six Pol/Econ FSN's for a total of thirteen employees. Assists Pol/Econ Office in ensuring expeditious handling of paper flow, as well as requests to and from personnel assigned to other mission sections and agencies. Drafts correspondence, diplomatic notes, demarches and cables. Goes through daily incoming cables flagging action cables for appropriate staff. Works with Protocol Assistant to arrange meetings with Macedonian Government officials and representatives.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED

1. Bachelor's degree in Management, Administration, Social Science, Information Management, English, Journalism, Psychology, Natural Sciences or Liberal Arts is required.
2. One year of administrative experience
3. English Level 4/4 is required.
4. Job Knowledge: Computer knowledge and experience is essential. Must have experience in drafting letters, memos, official government communications, cables and other correspondence. Must be able to organize and maintain computer databases.
5. Must have good computer, telephone, and interpersonal skills. Excellent organizational skills are needed for organizing files and maintaining accurate, up-to-date records. Must be able to work well in a challenging and demanding environment. Must be flexible and able to multitask. Must be able to deal effectively with people from different backgrounds and cultures. Must be comfortable and effective dealing with people from all levels in the organization.

SELECTION CRITERIA

When equally qualified, USEFMs and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Candidates must be able to obtain and hold a Top Secret security clearance to be eligible for consideration.
2. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
3. Current employees serving a probationary period are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their appointment.
5. Currently employed NORs (persons not ordinarily resident in the country of Macedonia) hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their appointment.

TO APPLY

Interested candidates for this position should submit the following, or the application will not be considered:

1. Application for U.S. Federal Employment (OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus;
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
Attention: Human Resources Officer
American Embassy Skopje,
ul. Samoilova 21, 1000 Skopje, Macedonia; or e-mail to:
ApplicationS@state.gov ; or

FAX: 389-2-3102-499

DEFINITIONS

1. U.S. Citizen Eligible Family Member (USEFM) – **For purposes of receiving a preference in hiring for a qualified position, an EFM** who meets the following criteria:

- U.S. Citizen; and,
- Spouse or unmarried child at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:

1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;

- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

All OR employees, including US citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION: (August 1, 2011)

The US Mission in Skopje provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.